**Resume**

**Manas Jana**

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**CAREER OBJECTIVE:**

I would like to associate with a progressive and innovative organization to grow as a professional so that I can sharpen my skills and to be a part of a team that dynamically works towards the growth of the Organization.

**WORK EXPERIENCE:**

* Worked as a **Sales Executive** at **Career Hunts** from November, 2016 to March, 2017.
* Worked as a **Direct Sales Executive** at **Idea Cellular Ltd.** from May, 2015 to October, 2016.
* Worked as an **Academic Researcher** at **Royal Research** from September, 2014 to April, 2015.

**JOB DESCRIPTION:**

* Carrying out Market research.
* Identifying opportunities to upsell to a customer.
* Introducing the company and its products to new customers.
* Developing relationship with customers.
* Describing the company’s mission statement and objectives to customers.
* Developing customer’s loyalty for the company’s products.
* Responding to enquiries from prospective customers.
* Actively promoting the company’s products and services.
* Using market research to influence marketing strategy and decisions.
* Coming up with practical marketing ideas.

**PROFESSIONAL QUALIFICATION:**

* Completed Post Graduate Diploma in Management (**P.G.D.M.**)in **Marketing** from **ICFAI University** in 2014.
* Appeared **SAP** Training (ERP Sales and Distribution Configuration Course- **SD**) from **INFOUNIV**.

###### ACADEMIC QUALIFICATION:

* Passed **M.A.** (**English Hons.**) from **E.I.I.L.M. University** in 2012 with 1st class.
* Passed **B.A. (English Hons.)** from **Vidyasagar University** in 2010with 2nd class.
* Passed the **Higher Secondary Examination** from West Bengal Council for Higher Secondary Education **(W.B.C.H.S.E.)** in 2005 with 1st division.
* Passed the **Secondary Examination** from West Bengal Board of Secondary Education **(W.B.B.S.E.)** in 2003 with 1st division.

**COMPUTER KNOWLEDGE:**

* 1. Completed Certificate Course in Information Technology Application (**CITA**) from the

Unique Computer Education Centre.

* 1. Passed Diploma in Financial Accounting System (**DFAS**) from West Bengal Youth Computer

Training Centre.

* Fundamentals of Computer MS-DOS
* MS-Word Power Point
* MS-Excel Tally
* Internet Social Media

**PERSONAL PROFILE:**

* Father’s Name : Khagendra Nath Jana
* Date of Birth : 01-02-1988
* Marital Status : Single.
* Nationality : Indian.

* Languages Known : English, Hindi & Bengali.
* Hobbies : Listening to Music & Playing Cricket.

Place: Kolkata

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Date: